

# Work Sample Index

OMB No. 3135-0112  
Expires 02/28/05

Refer to "How to Prepare and Submit an Application" and the instructions that follow this form. List the work(s) submitted as part of your application package in the order in which you want them reviewed.

If more than two work samples are submitted, you may copy this blank form or reproduce it on your computer (please keep to the original format). Label additional samples C, D, E...

---

Applicant (official IRS name):

---

## WORK SAMPLE A

1. **Format (check one):**      ☐ Slides      ☐ Books/publications      ☐ Audio cassette      ☐ CD      ☐ DAT      ☐ DVD  
   ☐ VHS      ☐ 3/4" video cassette      ☐ CD-ROM      ☐ Other \_\_\_\_\_
- 

2. **List selections/describe contents**  
(Where appropriate, indicate title of work/artists/production credits, etc. Attach an additional sheet(s) if necessary):

---

3. **Date work(s) completed or performed:**

---

4. **Relationship of work sample to the project:**

---

---

5. **Special instructions** (Include cue information or real elapsed time, indicating the start of each selection):

---

## WORK SAMPLE B

1. **Format (check one):**      ☐ Slides      ☐ Books/publications      ☐ Audio cassette      ☐ CD      ☐ DAT      ☐ DVD  
   ☐ VHS      ☐ 3/4" video cassette      ☐ CD-ROM      ☐ Other \_\_\_\_\_
- 

2. **List selections/describe contents**  
(Where appropriate, indicate title of work/artists/production credits, etc. Attach an additional sheet(s) if necessary):

---

3. **Date work(s) completed or performed:**

---

4. **Relationship of work sample to the project:**

---

---

5. **Special instructions** (Include cue information or real elapsed time, indicating the start of each selection):

---



### **How to Submit Work Samples**

**Work samples are crucial for evaluating the artistic quality of your project.** Please take the time to select samples that communicate effectively the range and quality of your proposal.

**Panelists generally spend no more than three to five minutes on the work sample(s) for each application. Organize and cue your submission(s) accordingly.** If you are submitting more than one sample, list your samples on the Work Sample Index in the order in which you want them reviewed.

Label each sample clearly with the name of the applicant and the corresponding Work Sample letter from the Work Sample Index. Where relevant, label both the cassette or disc, and its container.

Where relevant, cue your submission(s) to the start of the sample(s) to be reviewed, and include cue information on the Work Sample Index. Please be aware that the entire sample (not just the selected segment) is considered a part of the application package and may be reviewed.

**Work samples generally will not be returned.** The Arts Endowment will attempt to return them when the applicant specifically requests that we do so. Do not submit a return envelope with your work samples. The Arts Endowment cannot be responsible for any loss or damage.

### **Specific Instructions for Certain Types of Work Samples**

**Audio and video cassettes:** List each different cassette as **one** work sample on the Work Sample Index form. Place the selection(s) in priority order, with those that you would most like reviewed at the beginning of the tape. **Indicate the accumulated elapsed real time of each.** For example, starting at the beginning of a 15-minute tape, Selection 1 would be indicated as 0'00". If five minutes elapse from the beginning of the tape to where the second selection starts, Selection 2 would be indicated as 5'00", etc.

**Audio cassettes:** Work may be submitted on an audio cassette or on DAT (digital audiotape). Use high bias chrome or metal tapes; do not use voice quality tapes unless you are applying for a spoken-word project. Note on the cassette whether or not you have used a noise reduction system and indicate what kind. Record works on one side only. For DATs, program a separate track for each selection on the tape.

**Video cassettes:** Tapes must be 1/2 inch VHS or 3/4 inch cassette, recorded at standard play speed.

**Compact discs:** List each different CD as **one** work sample on the Work Sample Index form. Place each selection on a separate track. Indicate the track number(s) that you want reviewed in priority order.

**CD-ROMs or DVD-ROMs:** List each different CD-ROM or DVD-ROM as **one** work sample on the Work Sample Index form. Discs should be formatted for viewing on both Macintosh and PC platforms. Include information on required software, if appropriate, and outline the navigation path to be followed or list the files(s) to be reviewed in priority order. Include instructions on how to open the files.

**Slides:** Slides must be 35 mm and suitable for carousel projection. Do not submit glass slides or use masking tape or other thick tape to label slides. Submit slides as follows:

- Number each slide.
- Place an ink dot on the **front bottom left** of each slide to guarantee that it is projected correctly.
- Place the slides in a 9 inch by 11 inch clear plastic file sheet.
- **List your set of slides as one work sample on the Work Sample Index form.** Attach to the Work Sample Index a numbered list of the individual slides. Be sure that the numbers on your list correspond to the numbers on each slide. Provide the following information, as applicable, about each slide:
  - Artist's name.
  - Title of slide/work.
  - Medium.
  - Date of work/activity.
  - Dimensions of artwork.
  - A brief description of the work including how this image relates to the project.

**Advanced technology:** For Web sites, list the URLs for pages to be shown. Include information on any required plug-ins and outline the navigation path to be followed. For other types of projects (e.g., Internet projects, enhanced television) call the Arts Endowment staff at 202/682-5678 or 202/682-5726 for guidance in preparing a submission.